

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/08/16

CLOSING DATE: 06/15/16 (4:30 PM)

SCDC INTERNAL TITLE: PERSONNEL ASST. SCDC POSITION #: 019616

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50

PAY BAND/LEVEL: 03 D

BAND: 03 SALARY RANGE \$ 022182 - \$ 041046 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 024167 - \$ 025133 SCEIS POSITION #: 61017117

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN THE USE OF CRT AND/OR PERSONAL COMPNUTER.

DESCRIPTION OF DUTIES:

PROVIDES ADMINISTRATIVE SUPPORT TO THE HUMAN RESOURCES MANAGER. OVERSEES THE MAINTENANCE OF LEAVE AND ATTENDANCE RECORDS, AUDITS RECORDS, VERIFIES MONTHLY BALANCES. ASSISTS WITH NEW HIRE PRE-PROCESSING. TYPES VARIOUS FORMS, REPORTS, AND CORRESPONDENCE. ASSISTS EMPLOYEES REQUESTING INFORMATION OR CHANGES TO BENEFITS, DEDUCTIONS, ETC. ENSURES AN ADEQUATE INVENTORY OF OFFICE SUPPLIES, FORMS, AND BOOKLETS/BROCHURES. ENSURE CONFIDENTIALITY OF EMPLOYEE INFORMATION IS STRICTLY MAINTAINED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING
MUST SUBMIT A RESUME TO BE CONSIDERED FOR THIS POSITION.